

STEP BY STEP INSTRUCTIONS FOR MLAW INTEREST AND PENALTY CALCULATOR

1. Log into MLAW.
 - a. After purchase of access to the site, you will be given an email address and password (which you should change after the first login).
2. Select ***Interest and Penalties*** from the pull-down menu next to the MLAW icon at the top left of the page.
3. If this is a new case, click on the “New Case” button under Related Activities.
 - a. If you are re-visiting a case you recently worked on, you can do a client search from this page or look under Recently Viewed Items and click on the case you want to revise.
4. On the New Case page, click either the “Plaintiff” or “Defendant” bubble as appropriate.
5. Enter the case name (i.e. Jones v. Jones).
6. Enter each the Plaintiff’s and Defendant’s full name, the full case number, and the Department in which the case is being heard.
7. You can enter an optional Description of the case, such as “Child Support Arrears as of June 2013.”
8. Click the green “Submit” button at the bottom of the page.
9. On the next page, click the “New Amount Due” button.
10. On this page, click either “Recurring” or “One Time Transaction” Bubble.
 - a. If there are on going payments due, such as alimony or child support, click the recurring bubble.
 - b. If it is one time judgment, such as an attorney fee award from a particular hearing, click the one time transaction bubble. (Hint: you can mix both recurring and one time transactions in the same calculation, you just have to enter them separately.)
11. If you selected “Recurring,” enter the dollar amount of the payment due.
 - a. You do not have to put the “\$” sign in this block but do add a decimal point and the appropriate cents.
 - b. Select interval as ordered by the Court (i.e. monthly).
 - c. If you select Daily (very uncommon) you will need to enter a number when each payment is due (1 would be everyday, 2 would be every second day, 3 would be every third day, etc.).

- d. If you select Weekly you will need to enter a number when each payment is due (1 would be every week, 2 would be every second week, 3 would be every third week, etc.). Then you must select the day of the week the payment is due.
 - e. If you select Monthly (very common) you will need to select either the bubble picking a date of the month or the bubble for the week of the month and the day of that week plus the frequency of month.
 - i. If you select the first option, you will enter the number of months when payment is due (i.e. 1st of every 1 month indicates the payment is due on the 1st of every month. 5th of every 2 months would have the payment due on the 5th every other month, etc.).
 - ii. If you select the second option, enter which week in a month and the day of that week the payment is due. Then enter the frequency of months (again, a 1 means every month, a 2 means every other month, etc.).
 - f. You will now need to enter a selected date range.
 - g. Place the Start on or after date here in the format month/day/year (i.e. 10/04/1999 would be October 4, 1999). This date will be given by the Court's order for when payments are due.
 - h. Select the bubble for either number of occurrences the payment is due (i.e. 45 payments) or select the bubble for calculate through and enter the date in the same month/day/year format. The date here can be anything you want but is usually the date of the next hearing or today's date. (Hint: the program will prompt you with a calendar and you can just select the day you want and it will self-populate.)
 - i. If this is a child support payment, make sure you check the Child Support block (this will automatically add in the statutory 10% penalty for any child support arrearages).
 - j. Again, you can add an optional Description for this payment (we would suggest you do this if you are going to be mixing any judgments such as child support and attorney's fees in the same calculation).
12. If you selected "One Time Transaction."
- a. Enter the dollar amount (again, you don't need to include the "\$" sign).
 - b. Enter the date that the judgment is valid.
 - c. Check the child support block if appropriate (if you have a child support lump sum, you will check this block).
 - d. Fill in the description as mentioned above.
13. If you have other amounts due, click the green "Save and New" button, and enter the next payment the same way you entered this one.
14. If there are no other amounts due, click the green "Save and View Case" button and it will take you back to the main case page (you will note that some of the amounts due are now listed on this page and there will be a list of additional pages of amounts due if applicable).

15. From the main case page (under “Related Activities”), you can (1) enter new amounts due, enter any payments that have been made, (2) review all amounts due, (3) review payments made, or (4) go to the final reports. (See picture below).

The screenshot displays a web interface for case management. At the top, a green notification bar states "Amount due has been saved." Below this, the page is divided into two main sections: "Related Activities" on the left and "Test v. Test" on the right. The "Related Activities" section contains a vertical list of buttons: "Delete" (red), "Clone", "List Cases", "New Amount Due", "New Payment", "Amounts Due - Test v. Test", "Payments - Test v. Test", and "Reports - Test v. Test". Red numbers 1 through 4 are placed to the left of these buttons, with arrows pointing to them. The "Test v. Test" section contains a form with fields for "Client" (radio buttons for Plaintiff and Defendant), "Case Name" (text input), "Plaintiff" (text input), "Defendant" (text input), "Case Number" (text input), and "Department" (text input). A "Description" field contains the text "This is a test for following the instructions". An "Update" button is located at the bottom right of this section. Below the form is a table titled "Recent Amounts Due" with columns for "Created", "Child", "Recurring", "Amount", "Description", "Date", and "Actions".

Created	Child	Recurring	Amount	Description	Date	Actions
04/03/2014	N		\$313.00		04/02/2014	Edit

16. If you are entering payments, click the button labels “New Payment”(#1 in above picture).
 - a. Just like the amounts due page, you must select whether it is a “Recurring” or “One Time Payment.
 - b. Click the bubble for recurring payments if the payments are being made by wage assignment or by an automatic payment that has the payment being received by the same day each period it is due.
 - c. Enter the dollar amount received.
 - d. Select the interval on which it was paid.
 - e. Put in the start date for the receipt of the payments and then select either an end after so many occurrences or a stop date. [Hint: If a payment was made at the same time and for the same amount for a specified period (i.e. \$100 paid each month for five months) you can use recurring for that period. However, if an amount changes, or the dates vary throughout each month, enter the payments one at time by choosing “One Time Transaction” Button.]
 - f. Again, you can add an optional description for this payment.
 - g. (Hint: The date that payments are received are very important as interest and penalties may accrue on any payments or amounts that are not paid by the date they are due.)
 - h. If you start with a “One Time Payment,” just enter the amount paid and the date on which it was paid. Repeat this step for all payments made by clicking the green “Save and New” button.
 - i. If you have entered all of the payments, you can click the green “Save and View Case” button, which will take you back to the main page for this case.

17. At this point, you can review a report of the case and print a report to submit to the Court or to add as an exhibit to your pleading.
 - a. Click on the “Reports” button (#4 in above picture).
 - b. On this page you will see a start date and an end date. The start date is the date at which the first amount was due. The end date is modifiable by you for any relevant date but defaults to today’s date (i.e. put the date of your next scheduled hearing in this case and the program will calculate interest and penalties to that date).
 - c. There are a number of user selected check boxes. They are defaulted to the most common settings and should not be changed. If you think a setting should be changed for your particular case, we would recommend calling the WILLICK LAW GROUP at 702-438-4100 to verify and check whether the switch settings should be changed. (Hint: If you have made changes to the default settings and can’t remember which ones you changed, reset by clicking the “Use Default Settings” button at the bottom of this page.)
 - d. Once you have a correct start and stop date entered, you can click the “Generate Report” button. (Hint: **Do not click** the “Generate Audit Trail Report” button unless a party or the Court does not know how the calculations were accomplished by this program. This will create a very lengthy report and use a lot of paper. Most Nevada judges already accept and understand MLAW and will not question how the calculations were achieved.)

18. After clicking the “Generate Report” button, you will see a preview of the calculation and report. Note, that at the top of the page is a caption block contains all of the information you need to determine what is owed in principal, for simple interest, penalties if applicable and the total owed by a date certain. (See picture below).
19. If after reviewing the preview, you want to print a hard copy of the report, click the “Print Report” button at the top of the page. (See picture below). You now have a copy of the report that the court will accept as a schedule of arrearages for any Nevada judgment.
20. Your calculation will remain in the database so that you can modify or re-print it at any time. (Hint: If you are just needing to do a calculation to a new date, you can do that on the Reports Page without having to go through the entire process.)

MLAW Categories Admin My Account Log Out

Related Activities: **New Case**

Reports: **Generate Report** **Generate Audit Trail Report**

Start Date: 12/01/2013 End Date: 04/02/2014

Apply payments to the oldest amount due: Apply payments to principal and interest:

Calculate penalties due on delinquent child support payments: Use compound interest calculations:

Use interest rate for arrearage period: Calculate monthly interest and penalties using fractions of months:

Include Rate Table list in generated reports: Calculate interest and penalties on a daily basis:

Use Default Settings

Report

Print Report

Arrearage Calculation Summary

Test v. Test

Page: 1 Report Date: 04/03/2014

Summary of Amounts Due

Total Principal Due 04/02/2014:	\$1,001.00
Total Interest Due 04/02/2014:	\$6.08
Total Penalty Due 04/02/2014:	\$11.59
Amount Due if paid on 04/02/2014:	\$1,018.67
Amount Due if paid on 04/03/2014:	\$1,019.01
Daily Amount accruing as of 04/03/2014:	\$0.33

Date Due	Amount Due	Date Received	Amount Received	Accum. Arrearage	Accum. Interest
12/01/2013	*200.00	12/23/2013	125.00	75.00	0.63
01/01/2014	*200.00	01/01/2014	0.00	275.00	0.72
02/01/2014	*200.00	02/01/2014	0.00	475.00	1.95